



Town of Griswold

Board of Finance
Special Meeting
April 6, 2021
7:00 PM

Griswold Middle School/Via Teleconference
MINUTES



1. Roll Call/Call to Order: The meeting was called to order at 7:00 PM

Board of Finance Members Present:

Scott Davis– Chairman
Alex Grzelak- Vice Chairman
Valerie Grills
Gail Rooke-Norman
Dan Webster
Steve Mikutel
Amanda Brycki

Also Present:

Erik Christensen, Director of Finance
Todd Babbitt, First Selectman
Rob Parrette – Chairman, Senior Center Building Committee
Tina Falck, Senior Center Director
Jennifer Gauthier, Democratic Registrar of Voters
Kenneth Bomba, Recording Secretary
31 Other People

2. Old Business

a. Discussion and possible action on potential cost overruns for the new senior center construction project.

S. Davis stated there is no information on the OPM grant. The USDA grant is pending review over the next couple of weeks. He stated that the Board of Finance needs to either approve or deny an additional appropriation for the completion of the new Senior Center. He supports funding the Senior Center at a level above what is necessary to obtain a CO. He further states that the money should come from surplus, and the BOF should act on it tonight. R. Parrette presented a packet with a letter from the Fire Marshal, the Building Official and a cost breakdown of what is necessary to complete the building. G. Rooke-Norman stated she would have liked an opportunity to look at the documents prior to the meeting. D. Webster agreed with G. Rooke-Norman, as well as a list of proposed cuts that could be made. S. Mikutel questioned R. Parrette on differences on the figures presented last meeting compared the figures presented this meeting. R. Parrette replied that the figures from the last meeting were based on averages, and the figures presented tonight are based on new estimates from sub-contractors. G. Rooke-Norman had a question on the reduction on the Millwork pricing, R. Parrette stated that the prior pricing was based on averages and the new pricing is based on changes made with the contractor to reduce the cost. G. Rooke-Norman further questioned the need for wall protection, R. Parrette could not specifically state what the wall protection would be, but felt it was a good investment given the community the center will serve. S. Davis had a question on the reduced cost of the deck and stainless-steel railings. R. Parrette answered that while the deck is still required by code as an egress, the size has been greatly reduced to save money. D. Webster inquired about who would be using the kitchen and is it for the benefit of Griswold residents as well as are there other entities who have an ownership or use of the property. R. Parrette responded that the building is owned by the Senior Center, no other

entity has use of the building. T. Falck responded the kitchen will be used by the TVCCA to prepare meals for the homebound in Griswold, and the café meals served on-site as well as membership dinners prepared by the activity committee. S. Davis questioned ownership of the road leading to the Senior Center. T. Babbitt replied that the road is part of the Senior Center property, the Housing Authority has a right of way to the road.

MOTION: G. Rooke-Norman made a **motion** that was seconded by D. Webster to present to the Griswold Board of Selectman a request that the following proposed resolution be submitted to Griswold taxpayers at referendum--- that no more than \$760,000 be taken from the town of Griswold's surplus funds, to complete the Griswold Senior Center Building, obtain a Certificate of Occupancy and make the facility operational, and that said \$760,000 shall be allocated specifically to the following categories and estimated expenses for unfinished items, said list and categories previously provided by the Senior Center Building Committee: and said allocations subject to amendment by approval of the Griswold Board of Finance, following taxpayer approval of the \$760,000:

Custom Casework/Millwork: previous estimate @ \$50,250, expenses shall not exceed	\$91,647.
Int. Doors, Frames, Hardware; previous estimate @ \$44,190, expenses shall not exceed	\$44,190.
Auto Operators: previous estimate @ \$12,800, expenses shall not exceed	\$12,800.
CACT Ceiling: previous estimate @ 64,037, expenses shall not exceed	\$41,101.
Flooring: previous estimate @ \$170,886, expenses shall not exceed	\$170,886.
Paint & Painting; previous estimate @ \$77,140, expenses shall not exceed	\$71,140.
Signage: previous estimate @ \$14,900, expenses shall not exceed	\$14,900.
Toilet Partitions: previous estimate @ \$4,100, expenses shall not exceed	\$4,100.
Toilet Accessories; previous estimate @ \$1,405. expenses shall not exceed	\$1,404.
Fire Extinguishers: previous estimate @ \$1,956, expenses shall not exceed	\$2,100.
Exterior Deck: previous estimate @ \$61,504, deck shall be down-scaled and built within code requirements, expenses shall not exceed	\$24,954.
Lighting: previous estimate @ \$41,900, expenses shall not exceed	\$41,900.
Stainless Steel Deck Railings: previous estimate @ \$26,800, expenses shall not exceed	\$15,008.

With that subtotal coming to \$536,130, leaving a balance of \$223,870, to be utilized for the kitchen equipment line item, with all purchases and installations to be selected as necessary to bring the kitchen to code, acceptable for a Certificate of Occupancy, and fully operational, and said equipment selections, reductions and cutbacks shall be made at the discretion of the Senior Center Building Committee, and upon the supervision and approval of the Griswold Board of Selectmen.

A discussion followed, D. Webster asked if the town would be allowed to have a referendum. J. Gauthier spoke about the latest Executive order that would allow the town to have an in person referendum provided it is set prior to May 20th. A. Grzelak asked what the effect of passing this would have on the reserve percentage. E. Christensen replied the reserve would be reduced to \$4,858,775, which is 13.26% of the current budget. S. Davis called for the vote.

D. Webster, A. Grzelak, and V. Grills voted against. G. Rooke-Norman, S. Mikutel, A. Brycki, and S. Davis voted in favor: **motion carried.**

3. Adjournment

MOTION: D. Webster made a **motion** that was seconded by S. Mikutel to adjourn the meeting at 8:04PM. All in favor; **motion carried.**

Respectfully Submitted,
Kenneth Bomba
Recording Secretary

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BOF Special Meeting 4 6 2021

To: Rob Parrette

Committee Chairman Griswold Senior Center

From: Tom Holowaty

Deputy Fire Marshal

RE: New Senior Center 220 Taylor Hill

Upon a walk through with you and Building Official Carl Brown, on March 11, 2021, at the building under construction to be the New Senior Center located at 220 Taylor Hill Road in the Town of Griswold the following is a brief description to what was found that needed to be addressed before this office would co-sign the Certificate of Occupancy (CO) per NFPA 1 which is the State of Connecticut Life Safety Code.

Upon entry to the building, it is noted there is no emergency lighting or signage seen anywhere in the building. This is a requirement for any assembly occupancy which must be in place before any CO is signed.

We see there are no doors found on any rooms inside the building which needs to be there, for the room to meet the designed rating.

We found there are no stairs or ramps at the two exits on the left side of the building leading to a public way. This will reduce the occupancy of the building as no secondary exits limit the number of people able to be in the building.

In the proposed kitchen, we found no appliances or workable counters which you stated, were going to be needed to prepare meals in this space. You stated that meals need to be prepared and cooked to be delivered to the homebound seniors in town. With the preparation and cooking of meals the kitchen will need to be inspected by Uncas Health. With the cooking of meals there will be a need for an exhaust hood along with a fire extinguishing / suppression system installed.

Prior to the issue of the CO, this office will require the witness and testing record of all smoke and heat devices installed. The testing of the sprinkler system along with trip notification will also be required. Required properly rated fire extinguisher will need to be installed throughout the building.

Lastly the Fire Marshal's office does not issue (or will sign) a temporary CO on any building. Our code only allows us to sign a CO for a building that is 100% safe.

Thomas Holowaty

Fire Marshal Town of Griswold

March 22, 2021

Rob Parrette, Sr Center Comm Chair
Town of Griswold

RE: New Senior Center Completion Requirements for a CO

Dear Rob,

After walking the new building on Taylor Hill, Jewett City, there are some items that need to be addressed to classify the building as Substantially Complete for the CO to be issued. The building needs to be a safe and sanitary structure in the eyes of the AHJ, (the authority having jurisdiction) according to the International Building Code, which is the governing code for this use.

Egress is the first major concern, and all exit ways must lead to a public way. This means all doors used as egress must have a level and safe walkway outside. (The exit out of the meeting room does not have the deck connecting to a public way). This deck will need to be completed 100%.

The bathrooms and rest rooms (handicapped and nonhandicapped) will need a washable wall covering and floor covering with all fixtures in full operation as the intent is. Handicap requirements throughout the building need to be 100% functioning, as well as all doors and closers for all rated rooms and hallways. NO partial treatment of safety or health will be accepted.

The kitchen facility must be 100 % complete to be a complete and safe area to prepare and serve food, for the patrons as well as the help, as was the intent of drawings submitted for permit.

There will not be a partial or temporary CO issued for this structure from the Office of the Building Inspector of the Town of Griswold. To receive the CO all of these items will need to be complete.

Any further questions please feel free to contact me.

Respectfully,


Carl R Brown
Building Official for Griswold

	Deferred Costs	Early buyout	Sr. Cntr recmds. 03/16	Total cuts from deferred cost starting value
Kitchen Equipment	\$ 237,500	\$ 221,000	\$ 221,000	\$ 16,500
Operable Partition	\$ 42,996	\$ 42,996	\$ -	\$ 42,996
Window Treatments	\$ 7,235	\$ 7,234	\$ -	\$ 7,235
Custom casework / Millwork	\$ 126,835	\$ 126,835	\$ 91,647	\$ 35,188
Interior doors, frames, hardware	\$ 44,190	\$ 44,190	\$ 44,190	\$ -
Auto operators	\$ 12,800	\$ 12,800	\$ 12,800	\$ -
CACT Ceiling	\$ 76,300	\$ 68,793	\$ 41,101	\$ 35,199
Flooring	\$ 170,000	\$ 170,886	\$ 170,886	\$ (886)
Paint	\$ 77,140	\$ 77,140	\$ 77,140	\$ -
Visual display boards	\$ 4,200	\$ 4,200	\$ -	\$ 4,200
Signage	\$ 14,900	\$ 14,900	\$ 14,900	\$ -
Toilet partitons	\$ 4,100	\$ 4,100	\$ 4,100	\$ -
Toilet accessories	\$ 1,405	\$ 1,405	\$ 1,405	\$ -
Wall protection	\$ 9,200	\$ 9,200	\$ 9,200	\$ -
Project screens	\$ 6,082	\$ 6,082	\$ -	\$ 6,082
Fire extinguishers	\$ 1,956	\$ 1,956	\$ 1,956	\$ -
Fire place insert	\$ 4,107	\$ 4,107	\$ -	\$ 4,107
Exterior Deck	\$ 61,503	\$ 61,504	\$ 24,954	\$ 36,549
Lighting	\$ 46,400	\$ 41,900	\$ 41,900	\$ 4,500
Stainless steel deck railings	\$ 26,800	\$ 26,800	\$ 15,008	\$ 11,792
Total	\$ 975,649	\$ 948,028	\$ 772,186	\$ 203,463

	Deferred costs	Early buyout	Sr. Cntr recmds. 03/16	Total cuts from deferred cost starting value	Savings from early buyout value
In	\$ 595,491	\$ 575,377	\$ 575,377	\$ 20,114	
Out	\$ 64,620	\$ 64,619	\$ -	\$ 64,620	
Open to modifications	\$ 315,538	\$ 308,032	\$ 196,809	\$ 118,729	\$ 111,223
Total	\$ 975,649	\$ 948,028	\$ 772,186	\$ 203,463	\$ 175,842

Current revised total for consideration
\$ **772,186**